



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4211

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

July 22, 2013

Closing Date: August 2, 2013

(Position will close after ten working days from date of listing or until filled.

Application review will begin on August 5, 2013).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-3008

Grade: C122

Educator Licensure

DUTIES:

This position will be responsible for evaluating transcripts for individuals adding licensure based on competency-based courses completed at multiple Institutions of Higher Education (IHEs); recommending to licensure staff approval of licenses to individuals who have met competencies for the licenses. This position will be responsible for advising and supporting clients through the process of adding licensure via completion of competency-based courses at multiple IHEs and assisting with reviewing proposals for new professional education programs and program revisions at Arkansas IHEs. This position will assist with reviews of educator preparation program reports and preparation of program review reports for Arkansas IHEs. This position will also, provide technical assistance to professional education units and programs Arkansas IHEs in matters pertaining to unit accreditation and program approval and facilitate development and updating of competencies of licensure areas as needed and assist with inclusion of competencies in educator preparation programs.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas educator's license or be eligible for the same; the formal education equivalent of a Master's degree in educational administration, education, or a related field; plus three years of experience in education, public school administration, higher education or a related field; must have good interpersonal skills, grammar and writing skills, must be able to communicate effectively between educators, Arkansas Department of Education and Institutes of Higher Education.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at ArkansasEd.org or <http://www.arstatejobs.com>.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.